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Booking Agreement:

Date: _____

Name: _____

Postal Address _____

Client Email Address: _____

Telephone & Fax: _____

Mobile: _____

Function Date: _____

Venue Name: _____

Contact Name & No: _____

Function Room: _____

Style of Function: _____

Equipment Position: _____

Set-Up Day & Time: _____

Starting Time: _____

Finishing Time: _____

Number of Guests: _____

Overtime: \$79.00 per hour or part there of - YES NO

Total Fee: _____

Special Requirements: _____

Official Entry:

Order of Entry	Titles	Names
Example	3 rd Bridesmaid & Groomsman	Ann Smith & Peter Howard
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		

Speeches:

Approx Time	Speaker	Name	Speech: Toast/ Story/ Telegram
Example	3 rd	Peter Smith – 3 rd Groomsman	Toasting the Bridesmaids
	MC		Formal Announcements
	1 st		
	2 nd		
	3 rd		
	4 th		
	5 th		
	6 th		

* Please provide any difficult name pronunciations

